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# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 27-69

16 July 1969

To: All Training Officers of the Agency

AGENCY-SPONSORED TRAINING AT LOCAL SCHOOLS  
1969 Fall Semester

Following is the schedule for obtaining tuition advances for Agency sponsorship for the 1969 fall semester on-campus courses at local universities, colleges, and schools.

NOTE: The procedures in this Bulletin do not apply to the Agency's Off-Campus Program.

Tuesday, 26 August: Requests for Training at Non-Agency Facility (Form 136) must be in AIR/ISS/TR (Room 835, 1000 North Glebe Road) before the close of business if a tuition advance is desired. Because of time limitations, no exception to this deadline can be made. Training Officers will be notified by telephone of those employees approved to receive advances. Employees who are approved for sponsorship subsequent to this date will be reimbursed upon submission of receipts for tuition payment.

Wednesday, 3 September: Tuition advances will be distributed in Room 1-A-07 Headquarters, between 1330 and 1530 hours.

Wednesday, 1 October: Employees must account for advances personally and sign the accounting voucher. For information on time and place, please refer to the individual briefing sheet distributed at the time of the advance.

Employees are encouraged to submit requests for sponsored training as early as possible. Training requests cannot be approved retroactively.

(Over, please)

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GROUP 1  
Excluded from automatic  
downgrading and declassification

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To prevent any delays or inconveniences,  
Training Officers should ensure that all items on  
Form 136 required to justify approval are completed  
(e.g., objective, cover, approving signatures,  
certification of funds).

1969 FALL SESSION  
SCHEDULE -- WASHINGTON AREA UNIVERSITIES

<u>NAME</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>		
On Campus	4 - 6 Sept	8 Sept
Off Campus (not Headquarters Program) (Check specific installation)	about 15 Sept	18 Sept
<u>Catholic University</u>	15 - 20 Sept	17 Sept
<u>U.S.D.A. Graduate School</u>	6 - 13 Sept	Wk. of 15 Sept
<u>George Washington University</u>		
On Campus	18 - 20 Sept	23 Sept
Off Campus (not Headquarters Program) (Check specific installation)	Various	Wk. of 22 Sept
<u>Georgetown University</u>	15 - 17 Sept	17 Sept
<u>Howard University</u>	11 - 12 Sept	15 Sept
<u>Montgomery Jr. College</u>	9 - 11 Sept	15 Sept
<u>Northern Virginia Community College</u>	25 - 26 Sept	29 Sept
<u>University of Maryland</u>		
On Campus	8 - 12 Sept	15 Sept
Off Campus (not Headquarters Program) (Check specific installation)	Various	Wk. of 8 Sept
<u>U/Virginia-Northern Virginia Center</u>	27 Aug-17 Sept	Wk. of 22 Sept

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